



# PLANNED ACTION DETERMINATION OF CONSISTENCY SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- Permit Application**
- Submittal Fee:** \$1,020.00 (\$204.00 hourly rate, 5-hour minimum).
- Description of Proposal:** Describe how the proposal is consistent with the Planned Action Area in question and complies with the development standards of the City of Shoreline Development Code.
- Planned Action Determination of Consistency Review Checklist**
- Environmental Checklist (ask for SEPA Checklist):** The checklist is necessary to ensure that the project is consistent with Planned Action EIS Thresholds.
- Site Plans – two (2 full size) copies** drawn to an engineering scale (e.g. 1" = 20') showing the following:
  - Name, address, and phone number of the person who prepared the drawing.
  - Graphic scale and north arrow.
  - Location, identification and dimensions of all proposed and existing buildings and their uses.
  - Dimensions of all property lines.
  - Planned or required frontage improvements.
  - Building/structure setbacks from front, side, and rear property lines.
  - Buildings and property lines within 50' of the proposed site.
  - Easements, including utility, drainage, access, open space.
- Landscape areas with location, type, and size of proposed plant material and existing vegetation to remain.
- Vicinity Map (2 copies):** Drawn to engineering scale and showing the following:
  - Streets, alleys, property lines of individual parcels, footprints of existing buildings, existing curb cut locations, and (if applicable) significant landscaping features within 300' from property lines of the subject proposal.
  - Graphic scale and north arrow.

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)

**Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily**

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

Telephone (206) 801-2500 | Fax (206) 801-2788 [pced@shorelinewa.gov](mailto:pced@shorelinewa.gov)

Fees Effective 01/2020.